

**MEETING NOTES**  
**HARBOUR HEIGHTS STREET & DRAINAGE ADVISORY COMMITTEE**  
**August 5, 2014 – Regular Meeting**  
**2:00 p.m. - Public Works Conference Room**

**Attendees:** John Ginter, William Moyer, Gail Phillips, Maggie Scott, James Snyder and Steve Vieira

**County:** John Elias, Dawn Harrison, Tara Musselman and Sandy Wright

Mr. Vieira called the meeting to order at 2:00 p.m. A roll call was taken. A quorum was present.

The minutes from June 3, 2014 were unanimously approved as written. Mr. Vieira clarified that the first bullet under unfinished business states that Ms. Musselman spoke with Marty Simone regarding Mr. Vieira's statements that Mr. Sandrock said they could utilize Native Tree Funds. Mr. Vieira stated that Commissioner Doherty was the person that made that comment; not Mr. Sandrock. The minutes cannot be changed because they state what was actually said during the meeting.

**Citizen Input:**

- None

**Unfinished Business:**

- Landscape Medians – Ms. Musselman stated that all of the land survey with the exception of one median is complete. The 30% plans should be done by the end of August. This design will include curbing, irrigation and landscaping. There was discussion regarding the use of the previous survey that was done 7 years ago in an attempt to save money. Ms. Musselman stated that a new up to date survey should be used to ensure that nothing has changed in the past 7 years. Mr. Vieira reminded Mr. Elias that he told then Commissioner Starr in a November 2011 meeting with Ms. Harrison and Mr. Vieira present that Harbour Heights would receive the highest consideration for sidewalks when the discussion came up for the next sales tax extension. For the record that did not happen and for the second sales tax extension Harbour Heights has again been left out. The 30% plan is a conceptual plan only; when it is complete an idea of when to expect the 60% plans will be known. The 30% plans will be distributed to the members for review as soon it is available. Any comments from the members should be sent to Ms. Harrison to be forwarded on to Ms. Musselman. The 60% plans will include more detail on the landscape and irrigation design. When the 100% plan is complete; the bid process will begin and can take up to 3 months.
- Sidewalk Design – Ms. Musselman met with the consultant last week. The 30% plans should be complete by mid-September. There was discussion regarding the timing that the actual work will begin and if Scrub Jay nesting season would interfere with the project. Ms. Musselman will forward the 30% plans as soon as they are available. Mr. Vieira stated that he attended a BCC workshop at the beginning of July. At the end of that workshop he had the impression that Harbour Heights didn't have much chance of getting any outside funding to put towards the sidewalk project. Mr. Vieira stated that he spent the following week meeting with the Commissioners individually to clarify an email that was sent to the Commissioners that stated that County staff withheld information from the BCC. Mr. Vieira didn't feel that Harbour Heights was fairly represented at the meeting. The BCC agreed that \$75,000 should not be the sole responsibility of the MSBU. He feels if the BCC had known that 159 kids in Harbour Heights walk to bus stops; the numbers would have been looked at differently. Mr. Vieira requested further review by Mr. Duckworth at the school district. The Committee doesn't want to have to pay the whole \$1,000,000 for sidewalks stating that they are very frustrated because their community hasn't received any sidewalk funding. Mr. Elias stated that 7 years ago when the sales tax was enacted; several MSBU's came to the board that determined what areas would receive funding after the list was already approved. The Committee said they have been working on sidewalks, medians and signs for 7 years. Currently the \$1,000,000 for sidewalks is up to the MSBU to fund until other funding can be achieved. Ms. Musselman stated that if funding is not available in the budget to begin the sidewalk project as a whole, she will have to know so the 60% plans can be designed in phases. There was discussion regarding funding for the projects and what difference a rate increase would make.

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- Design/Build Entrance sign – Ms. Musselman stated that Don Bell Signs can do the work for \$4999 if it doesn't require new engineering. If the building department requires new plans, it will cost more due to the new engineering. If a size adjustment to the sign is done, a request for quotes will be required. There was discussion regarding the location and size of the new sign. There was discussion regarding the use of this contractor again; there were several issues when the other signs were done. Sign Tech did the original plans; the Committee would prefer if they could be used to construct the new sign. The Committee agreed after extensive discussion they would prefer to use Sign Tech for the project of constructing another sign using their original engineering minus the planter, in the right-of-way if it can be done for under \$5000. If not possible to construct the sign in the ROW; a smaller version of the sign should be installed in the median to avoid any line of site issues. Ms. Musselman is waiting for a call back from the Building Department to verify that the original signed and sealed plans can be used. If new plans are required; the cost will be above \$5000 and a request for quotes will be required. Ms. Musselman will contact Sign Tech to get a price and see if they can do the project for under \$5000. If Sign Tech can't do the work; Ms. Musselman will process a request for quotes. Ms. Musselman will forward Sign Tech's response to Ms. Harrison to distribute. Ms. Harrison will send the original plans to Ms. Musselman.
- Representatives from the Charlotte Harbor Environmental Health Department were in attendance to address the Committee regarding ways they can help this community get additional funding for projects. They met last week to review the Harbour Heights area and stated they needed to know that the Committee has a plan for sidewalks. The Health Department is trying to work closer with the communities and provide assistance when possible. A Health Impact Assessment can be created and then used to compliment what Harbour Heights is doing to get additional funding. The Assessment may help when addressing the BCC. The Harbour Heights community provides ideal demographics that the Health Department can use to assist with getting the needs of the community met. Ms. Musselman will provide assistance and will work the Health Department. The Committee expressed sincere thanks for the Health Departments offer of assistance.

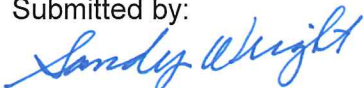
### New Business:

- Paving – Ms. Harrison stated that if the Committee is planning on raising the assessment rate for fiscal year 2015/2016 for paving; planning should begin soon. A mass mailing will be required and should begin as soon as possible. There was discussion regarding a neighborhood meeting to discuss a rate increase. Mr. Vieira stated he was hoping the sidewalk and median projects would be further along so they could be discussed at the neighborhood meeting along with the rate increase. There was discussion regarding funding for evacuation routes; if the S Curve qualified for this funding it would be less money the Community would need to pay for reconstruction. It was determined that the S Curve doesn't qualify due to the speed limit. The members requested that staff from the Finance Department be invited to the next meeting to help determine what assessment rate should be used. A member from the Finance Department will be invited to the next meeting. The approximate estimated cost for road paving is \$120,000 per mile.
- Members requested a list with one price for paving, sidewalks and medians.
- Financial Reports – The 9 Month Actual report was distributed for review and discussion.

Tentative meeting dates for the next meeting were set for Tuesday, September 9, 2014 or Tuesday, September 16, at 10:00 or Tuesday, September 23, 2014 at 2:00 p.m. A meeting confirmation will be sent after the Finance Department selects a date that they can attend.

The meeting was adjourned at 3:42 p.m.

Submitted by:



Sandy Wright  
Public Works Department

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